

Minutes of a meeting of the Employment Committee held at County Hall, Glenfield on Thursday, 2 December 2010.

PRESENT

Mr. N. J. Rushton CC (in the Chair)

Mr. R. Blunt CC

Mr. G. A. Boulter CC

Mrs. R. Page CC

Mr. R. J. Shepherd CC

Mr. D. Slater CC

Mr. R. M. Wilson CC

102. Minutes.

The minutes of the meeting held on 9 September 2010 were taken as read, confirmed and signed.

103. Question Time.

The Chief Executive reported that no questions had been received under Standing Order 35.

104. Questions asked by members under Standing Order 7(3) and 7(5).

The Chief Executive reported that no questions had been received under Standing Order 7(3) and 7(5).

105. Urgent Items.

There were no urgent items for consideration.

106. Declarations of Interest.

The Chairman invited members who wished to do so to declare any interest in respect of items on the agenda for the meeting.

No declarations were made.

107. Staff Terms and Conditions including Business Travel.

The Committee considered an oral report of the Director of Corporate Resources concerning a proposed review of the staff terms and conditions.

The Director informed members that, as a result of the Council's significant budget shortfall, the Corporate Management Team (CMT) would be looking at staff terms and conditions over the next four to six weeks with a view to ensuring the Council's employment package was modern, fair and affordable. It was confirmed that any conclusions reached by CMT would be reported to the Committee as and when appropriate.

RESOLVED:

That the current position with respect to the impending review of staff terms and conditions be noted.

108. Organisational Change Update.

The Committee considered a report of the Director of Corporate Resources concerning the current position regarding Organisational Change reviews and associated redundancies. A copy of the report marked 'B' is filed with these minutes.

The Director reported that, at present, the Council was only recruiting to 'essential' posts and was re-deploying around 12% of those staff at risk of being made redundant.

RESOLVED:

That the report be noted.

109. People Strategy 2010-13.

The Committee considered a report of the Director of Corporate Resources concerning the final version of the People Strategy 2010-13. A copy of the report marked 'C' is filed with these minutes.

RESOLVED:

That the report be noted and the positive approach taken in progressing with the People Strategy 2010-13 be commended.

110. Managing Attendance - Update.

The Committee considered a report of the Director of Corporate Resources concerning an update on the overall County Council and departmental performance in relation to sickness absence for the period 1 April to 30 June. A copy of the report marked 'D' is filed with these minutes.

The Director reported that it was of great credit to managers and head teachers that they were actively managing and addressing poor attendance. Performance in this regard as at 30 June 2010 was 5.91 days lost per employee. The Council was now in a far better position than neighbouring authorities.

Managers would in April be able to input sickness absence data in the Oracle Self Service system and would have to give a reason for absence in each case which it was hoped would have a further positive effect on sickness absence statistics across the Council.

RESOLVED:

That the progress made in reducing sickness absence levels across the Council be commended.

111. Prescription Drugs and Alcohol Policy and Procedure.

The Committee considered a report of the Director of Corporate Resources concerning proposals for a Prescription Drugs and Alcohol Policy and Procedure. A copy of the report marked 'E' is filed with these minutes.

RESOLVED:

That the Prescription Drugs and Alcohol Policy and Procedure be approved.

112. Personal Development Review Paperwork and Guidance Refresh.

The Committee considered a report of the Director of Corporate Resources concerning a refresh of the Performance and Development Review (PDR) paperwork. A copy of the report marked 'F' is filed with these minutes.

The Director reported that there was now one PDR form for managers and staff. It was not yet possible to input data from PDRs into the Oracle Self Service System, however it was anticipated that this development would be progressed in 2011.

RESOLVED:

- (a) That the refresh of the PDR paperwork and guidance be supported;
- (b) That a further report be submitted to the Committee on progress in relation to the number of PDRs carried out.

113. Work Shadowing.

The Committee considered a report of the Director of Corporate Resources concerning the implementation of a Corporate Work Shadowing Scheme. A copy of the report marked 'G' is filed with these minutes.

The Director reported that the Scheme was linked to PDR objectives. The Scheme would offer employees flexible learning opportunities at a low cost and would be a valuable tool in developing staff knowledge and skills.

RESOLVED:

That the approach to work shadowing be supported.

114. Equalities and Diversity Update.

The Committee considered a report of the Director of Corporate Resources concerning the Council's Equality and Diversity activity. A copy of the report marked 'H' is filed with these minutes.

The Director reported that a further progress update would be submitted to the Committee after the assessment in March, 2011.

RESOLVED:

- (a) That the Council's aim to become an 'Excellent' authority in respect of its equality and diversity practice and the work being undertaken in preparation for the assessment in March 2011 be noted;
- (b) That the changes in equalities legislation and, in particular, its effect on the Council's employment practices be noted;
- (c) That the actions being taken to provide further support to the Council's Disabled and BME colleagues during the service redesign and restructuring process to ensure the Council's aim of a representative workforces be noted.

115. Organisational Change Policy: Summary of Action Plans.

The Committee considered a report of the Chief Executive regarding the summary of current Action Plans which contained provision for compulsory redundancy, and progress with their implementation. A copy of the report, marked 'I', is filed with these minutes.

A number of members wished to raise questions relating to a number of action plans. However, no notice had been given by the members and the officers representing the appropriate departments were not in attendance. The Chairman asked the members to raise the issues with the Director of Corporate Resources after the meeting.

RESOLVED:

That the report be noted.

11.00 am - 11.40 am
02 December 2010

CHAIRMAN